

CLASS TITLE: **CHIEF HIGHWAY
MAINTENANCE SUPERVISOR**

Class Code: 02232500
Pay Grade: 31A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: On a statewide basis, to be responsible for the work of a large staff engaged in a highway maintenance program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: To assist in planning, organizing, directing, coordinating and evaluating the work of a subordinate staff engaged in carrying out a statewide highway maintenance program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

On a statewide basis, to be responsible for the work of a large staff engaged in a highway maintenance program:

To be responsible for all road maintenance assignments; to expedite and schedule the work to be done on a priority basis; to schedule movements of heavy equipment and materials so that there is no lost time on projects.

To inspect work performed by state personnel and to inspect work done by private contractors on state maintained highways to insure compliance with maintenance regulations.

To prepare a maintenance and replacement schedule for all equipment.

To hold meetings for subordinate supervisory personnel and inform them of the changes of departmental policies and latest developments or trends in road maintenance practices.

To make reports to a supervisor concerning the efficiency of work performed and progress in road maintenance projects.

To be responsible for the care and use of all equipment issued to the specific maintenance program.

To review and give initial approval or disapproval of time records submitted by subordinates.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, methods, materials and equipment used in a highway maintenance program and the ability to apply such principles, practices and methods; the ability to keep records and prepare reports concerning the work of subordinates engaged in a statewide maintenance program; the ability to establish and maintain good relations with subordinates, public officials and the general public; the ability to prepare specifications for materials and equipment used in the particular maintenance program; the ability to follow oral and written instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in civil engineering; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity with responsibility for the work of large highway maintenance staff.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 6, 1986

Editorial Review: 3/15/03